



## POSITION ANNOUNCEMENT

**Open Position:** Wastewater Treatment Plant Operations Personnel (3<sup>rd</sup> shift)

**Application Deadline:** Full consideration given to applications received by 4:30 p.m. on Friday, December 6, 2013

Internal and external applications are now being accepted for **Wastewater Treatment Plant Operator** OR **Wastewater Treatment Plant Attendant** in the Water-Wastewater Division. Full consideration will be given to applications submitted by 4:30 p.m. Friday, December 6, 2013. **This is a 3rd shift position, scheduled from 10 p.m. to 6 a.m. with rotating weekends.**

The Wastewater Treatment Plant Operator is certified to treat wastewater through the Commonwealth of Kentucky, while the WWTP Attendant is in training, working towards certification. Both positions monitor unit processes and perform all operational duties necessary for the proper operation of the Wastewater Treatment Plant. If not currently certified in wastewater treatment through the state of Kentucky, this individual will be required to progress towards certified operator status. Essential functions include:

- monitoring gauges, meters and control panels to ensure proper equipment operation,
- utilizing computer systems to monitor automated plant operating systems, remote facilities, and security systems.
- performing preventative maintenance on equipment as needed,
- operating various equipment, including pumps, valves and controls on unit processes,
- conducting sampling during the treatment process,
- making adjustments to process upsets, mixing chemicals required in treatment, and performing basic laboratory tests, and
- recordkeeping pertaining to testing and maintenance.

**Skills and Qualifications:** This individual must be able to perform duties efficiently and effectively without direct supervision. The work requires moderate physical effort to perform manual labor tasks. Work will be performed under prevailing weather conditions. This individual must be able to operate a front-end loader, dump truck, air packs, and all operations equipment found in a secondary wastewater treatment plant. The work environment involves proximity to untreated wastewater, and requires the individual to follow prescribed safety practices and to use safety equipment such as gloves, hard-toe shoes, respirators, SCBA or air-line supplied respirator, and protective clothing such as tyvek suits. Use of computers with standard office software is required. Competency in basic math is required.

**Minimum Requirements:** A high school diploma or graduate equivalency. A valid Kentucky driver's license is required. Must have the ability to obtain wastewater treatment certification by the state of Kentucky.

**Preferred Characteristics:** Possession of certification by KY Division of Water as a wastewater treatment plant operator (Class I, II, III, or IV). Experience using backhoe, forklift, and Bobcat.

### APPLICATION INSTRUCTIONS

Full consideration will be given to applications received by 4:30 p.m. on Friday, December 6, 2013. **Resumes alone will not be accepted.** To apply, submit a completed BGMU Application for Employment. The application form, instructions on how to apply, and additional job information can be found on our website ([www.bgmuc.com](http://www.bgmuc.com)) within the "Employment Opportunities" section, or at our main office located in downtown Bowling Green at 801 Center Street.

All qualified individuals may apply by submitting the BGMU Application for Employment by:

1. Email to [jhartley@bgmu.com](mailto:jhartley@bgmu.com) (place "WWTP Operations" in subject line).
2. Fax to 270-782-4565.
3. Mail to Attn: Human Resources – WWTP Operations, Bowling Green Municipal Utilities, P.O. Box 10300, Bowling Green KY, 42102-7300.
4. Deliver application materials to the receptionist at 801 Center Street.

***BGMU is a Kentucky certified Drug and Alcohol-Free Workplace and an Equal Opportunity Employer M/F/D/V.  
Minority and female applicants are encouraged to apply.***